

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Sixth Town Council of Highland
Monday, December 19, 2011**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, December 19, 2011** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Dan Vassar, Bernie Zemen, Mark Herak, Konnie Kuiper and Brian Novak were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Others present: Tom Arnold; Carlos Aburto; and Vicky Crowel of the Park and Recreation Board were also present.

Tom Brown of the Brown Insurance Agency; Ed Dabrowski, IT Director (contract); Alex M. Brown, Parks and Recreation Superintendent and Angie Gora, Recreation Director were also present.

General Substance of Matters Discussed

1. Mr. Tom Brown discussed with the Town Council the renewal of certain insurance policies including underground tanks, and Workers Compensation. It was further noted that it is a requirement that the unit either have insurance of this type or evidence financial surety. The effective date for this policy would be January 1, 2012.

It was noted that the premium for the underground tanks liability is \$2,175.05 for FY 2012. There is a \$10,000 deductible on this policy. It was noted that if the tanks were taken from underground, the need for the policy would be eliminated.

Mr. Brown also presented the renewal for the Workers Compensation Plan. This would be effective February 1, 2012. Mr. Brown noted that the Town earned some credits based upon good participation in several IPEP sponsored workshops and safety events. The proposed premium or "contribution" is \$92,419.00, lowered from \$126,601.00 by an IPEP Credit of \$34,182.00, rendering the premium in the amount presented.

The discussion included ways and means to make workers more engaged in safety to increasingly lower the premium costs and exposures. Mr. Brown discussed the various elements that contribute to assessing a workers compensation premium. The discussion included an exploration of *Comprehensive Health* as the designated occupational medicine provider for the Town.

The Town Council discussed both proposals and offered no objections to having these matters placed on the agenda for the final meeting of the year, slated for December 27, 2011.

2. The Town Council received a presentation from the Parks and Recreation Superintendent regarding a timeline describing the evolution of the policies related to the Fitness Center of the Parks and Recreation Department. It was noted that the Parks and Recreation Department initiated its discussion regarding the fitness center, the proposed fees and the minimum age for membership in January of 2011.

The Parks and Recreation Superintendent described the membership card that would feature an electronic swipe strip, which fully carries the status of the membership, the age and related information. It was noted that persons aged 10-14 would be required to have a parent present in order to enroll. Further, special guidelines were discussed particularly with members who are between the ages of 10-14 and others under 18 years of age. It was noted that certain equipment will be prohibited to members who are aged 10-16. Further, the child will need to be accompanied by an adult or parent who is also a member. Presently, the policy for hours are weekdays 6:00 a.m. to 10:00 p.m. and on weekends fitness hours will be 8:00 a.m. to 8:00 p.m. It was further noted that these hours could be adjusted based upon usage patterns and expressed needs from members.

The Superintendent also provided a photocopy of a publication from the American Council on Exercise, which addressed issues of what sorts of fitness center access by age is appropriate for certain ages. The Park and Recreation Board members present offered support for the rationale related to the maintenance of the memberships beginning from age 10 and up.

The discussion included an exploration of the possible exposure for the Town for risk. It was noted that the liability for the municipality is capped according to IC 34-13-3-4 which limits liability now at \$700,000 for injuries. It further included an exploration of the current process for building security and management while passive recreation is conducted.

The discussion what the minimum level of staffing would be for the fitness center at any given time and what titles the workers enjoy. It was noted that the minimum would be at least one and could be as much as three depending on demand. The worker would be called a fitness attendant, and these would be trained on the machines and have a different level of training rather than that associated with the building supervisors at the Community Center. Members of the Town Council renewed concerns regarding the minimum ages allowed.

The Town Council discussed the situation regarding mom's accompanying sons and whether or not the mom would accompany the son for showering at the locker room.

3. The discussion included an inquiry from a member of the Town Council regarding the status and location of the remaining baseball field at the Lincoln Center site, and whether it could be moved to another location behind the newly reconstructed Community Center.
4. The Town Council and the Superintendent discussed the status of the soccer field under development at Sheppard Memorial Park but located just off of Kleinman Avenue. The Town Council raised a concern about the source of the *in-fill* that was being brought into the field under construction. There was general concern announced by the Town Council and the representatives of the Park and Recreation Board.

The representatives of the Parks and Recreation Department departed at this time.

5. The Town Council discussed the several appointments that are due for the FY 2012 year. The discussion included a request from Highland Fire Fighter Joe Gryzinski for consideration for an appointment possibly to the Plan Commission. It was noted that Michael Maloney and Greg Kuzmar have written seeking reappointment to the Redevelopment Commission. It was further noted that Councilor Vassar and Council President Novak reported having spoken with **Mark Shocke**, a resident who sent a letter of inquiry regarding his interest in being appointed to a board or commission, particularly requesting consideration for the Board of Waterworks Directors.
6. The Town Council discussed the current progress or status on the selection of the position of Assistant Public Works Director. Councilor Herak briefed the Council on his understanding of the status of the selection process.
7. The Town Council discussed the policy choices regarding the minimum age for members in the Parks and Recreation Fitness Center. The discussion included whether the childhood obesity rationale was compelling relative to the maintenance of the lower age range of 10 years. Adequacy of staffing was discussed as well. The discussion included what the lowest age should be, noting that the consensus was to eliminate the ages of 10-13 from fitness center membership.

The Town Council President departed at 8:45 p.m. in order to meet his work commitment.

The discussion included consideration of allowing ages at the lower levels to participate in an age specific programming, but excluding them from the general membership of the Fitness Center.

There no further business to be discussed by the Town Council, the regular study session of the Town Council of **Monday, December 19, 2011**, was adjourned at 9:02 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer

